

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To

CDPH, Accounting Section
MS 1601, PO Box 997376
Sacramento, CA 95899-7376

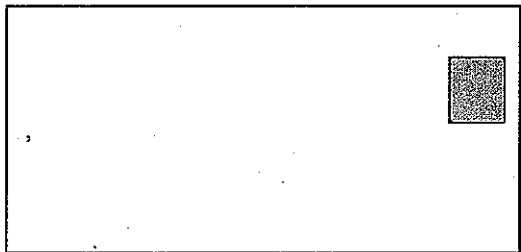


Employee Name	Horton, Mark
Expense Dates	12/10/09-12/10/09
Total Expense Amount	347.20
Amount Due Employee	0.00
Form ID	TEA000559657

TRIP EXCEPTION(S)			
	Item	Exception	Response
1)	5:3b	Was prior approval granted for your attendance at the conference/convention?	Yes

**Travel & Expense Account
Transmittal Sheet**

After Approval, Mail Receipts To



Employee Name	Horton, Mark
Expense Dates	12/03/09-12/03/09
Total Expense Amount	349.70
Amount Due Employee	40.50
Form ID	TEA000567579

DIRECTIONS FOR SUBMISSION

1. *Attach the following receipts, and other appropriate documentation to this Transmittal*

Date	Expense Item	Amount	If not submitted - Explain
1) 12/03	Rapid Transit	16.50	

www.cdph.ca.gov

2. *Forward Transmittal Sheet and attached documentation through your approval process.*

Printed on 12/29/09